



FIRST THINGS FIRST

The right system for bright futures

Request for Grant Application Amendment #1

Request for Grant Application No.: FTF-RC010-11-0261-00
Request for Grant Application Title: Central Maricopa Regional Partnership Council – Family Resource Centers
Release Date: March 3, 2010
Issuing Agency: Arizona Early Childhood Development and Health Board, First Things First
Due Date: April 15, 2010
Receipt/Opening Location: First Things First Mesa Office
1921 South Alma School Road, Suite 111
Mesa, Arizona 85210
Contact: grants@azftf.gov
Fax (602) 265-0009

A SIGNED COPY OF THIS AMENDMENT SHALL BE RECEIVED AT THE ABOVE AGENCY LOCATION (PREFERRABLY WITH THE SOLICITATION RESPONSE) PRIOR TO THE DUE DATE AND TIME. IT IS NECESSARY TO RETURN THIS FORM ONLY IF YOU ARE RESPONDING TO THE SOLICITATION. THIS SOLICITATION IS AMENDED AS FOLLOWS:

Page 8

Reads:

Applicants must comply with First Things First Family Resource Center Standards of Practice. (Exhibit A) Applicants responding to this RFGA may also incorporate parent education programs and early language and literacy programs as part of the Family Resource Center. If these strategies are to be implemented, Applicants are encouraged to refer to Parent Education Community-Based Training and Community-Based Early Language and Literacy First Things First Standards of Practice. (Exhibits B and C) In addition, as appropriate, Applicants will utilize the Arizona Parent Kit while assisting families with young children (Standards of Practice in Exhibit D). Upon final signed agreement, the Family Resource Center staff will be provided with and will be required to utilize The Arizona Parent Kit while assisting families with young children. The cost of these kits can be included in the budget, and will be provided by First Things First.

Should Read:

Applicants must comply with First Things First Family Resource Center Standards of Practice. (Exhibit A) Applicants responding to this RFGA may also incorporate parent education programs and early language and literacy programs as part of the Family Resource Center. If these strategies are to be implemented, Applicants are encouraged to refer to Parent Education Community-Based Training and Community-Based Early Language and Literacy First Things First Standards of Practice. (Exhibits B and C) In addition, as appropriate, Applicants will utilize the Arizona Parent Kit while assisting families with

young children (Standards of Practice in Exhibit D). Upon final signed agreement, the Family Resource Center staff will be provided with and will be required to utilize The Arizona Parent Kit while assisting families with young children. The cost of these kits (\$25 each) can be included in the budget, and will be provided by First Things First.

Terms and Conditions Page 21:

The following should be added

10. Capital Expenditures. Items over \$5,000 with a life of more than one (1) year are allowable.

First Things First has established guidelines for capital expenditures and new construction.

Applicants will need to demonstrate strong justification to support the needs within a region, and in the case for facilities with matching funds, the Applicant's proposal will include costs for such items. All of the following should be demonstrated in the Applicant's response to the RFGA.

- Evidence of strong on-going support from the community for the capital improvement
- Description of how funding such capital improvement will enable the region to reach their pre-determined measurable outcomes
- What funds will be available to sustain the benefits of the capital request if approved
- Description of other attempts to meet this need and narrative that describes how no other resources exist (other than matching funds) in the community to meet this need
- Description of the anticipated possible ownership and maintenance for the capital asset should the entity no longer utilize the asset for the purposes for which funding support was approved by the Board.
- Justification of how it is expected that sustainability and operational resources are available after the life of this grant award.
- Description of the amount and source of 50 percent matching funds for specific capital requests to First Things First that includes the purchase of property or new construction, major renovation or remodeling to existing property

All grantees will be required to submit a copy of an annual independent audit reviews submitted to First Things First.

The Board may require a deed or title restriction requiring repayment of any funds used for a capital expenditure in the event of the disposal of the asset.

Attachment G Page 42:

The following should be added:

Capital Equipment: *If allowable within the scope of the grant - For items that are tangible, non-expendable, and movable having a useful life of more than one year and a value of \$5,000 or greater, explain each item to be purchased, how the costs were determined and justify the need for the items based on the scope of work and the benefit to the project. All purchases should be made through competitive bid or using established purchasing procedures.*

Attachment F Page 41:
Should be replaced with the following

Attachment F ***Standard Line Item Budget***

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. **Limit your budget line items to the budget categories and to the budget subcategories listed.** Detail in the budget narrative strengthens justification of items.

Budget period: July 1, 2010 – June 30, 2011

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$
Salaries			
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$
Fringe Benefits or Other ERE			
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$
Contracted Services			
TRAVEL		Travel Sub Total	\$
In-State Travel			
Out of State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$
<ul style="list-style-type: none"> • Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted & non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives 			
CAPITAL EQUIPMENT		Capital Equipment Sub Total	\$
Equipment \$5,000 or greater in value			
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$
Indirect/Admin Costs		\$	\$
Total		\$	\$

Authorized signature _____ **Date** _____

Job Title _____

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

**APPLICANT HEREBY ACKNOWLEDGES RECEIPT
AND UNDERSTANDING OF THE ABOVE
AMENDMENT.**

THE ABOVE REFERENCED SOLICITATION
AMENDMENT IS ISSUED THIS DATE
Wednesday March 18, 2010

Signature

Date

Typed Name & Title

Jeanne Weeks
Grants and Contracts Procurement Specialist